

SECRET

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

9 December 1968

To: All Training Officers of the Agency

## ADVANCED MANAGEMENT (PLANNING) (3-69)

### DATES

19-24 January 1969 (Sunday afternoon -  
Friday afternoon)

### LOCATION

25X1A

### OBJECTIVES

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

### FOR

Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 and GS-14

### DESCRIPTION

A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system. Developed under

Inc., this course features active learning through precourse work, team problem-solving, and case study. Formal lectures are kept at a minimum.

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(Over, please)

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PRECOURSE  
WORK

Approximately 20 hours. Material to be sent  
out on or about Tuesday, 31 December 1968.

REGISTRATION

Limited to 45.

Closes Friday, 27 December 1968. No sub-  
stitutions to be made after that date because  
of extensive precourse work requirements.

TRAVEL ORDERS AND COST Responsibility of participating office.

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ADDITIONAL  
INFORMATION

On course content, call ex  
On registration, extension